**TERMS OF USE OF THE STUDENT LOCKER ROOM**

**Chapter 1**

**General provisions**

§ 1

These regulations pertain to the terms of use of the student locker room, hereinafter referred to as „locker room”, located   
at level -1 of building C of the Antoni Jurasz University Hospital No. 1, hereinafter referred to as „Hospital”.

§ 2

The locker room can only be used by students of Ludwik Rydygier Collegium Medicum in Bydgoszcz of the Nicolaus Copernicus University in Toruń, hereinafter referred to as “University”.

§ 3

Students visiting departments, clinics, laboratories and other units located within the premises of the Hospital are obliged   
to leave their outer garments, shoes, bags, backpacks, umbrellas, etc. in the locker room.

§ 4

The locker room is unmonitored and unguarded.

**Chapter 2**

**Terms of use**

§ 5

Using the locker room is free of charge.

§ 6

The locker room can only be used between 6.00 am and 9.30 pm. The University reserves the right to open unemptied lockers every day after 9.30 pm. Lockers shall be opened by the Committee specified in chapter 4.

§ 7

The locker room is equipped with L-shaped clothing lockers. **Keys to the lockers are available at the reception desk   
at the Medical Library Building. In order to receive a locker key, a person who wishes to use the locker room is obliged to leave their student ID card as a pledge.**

§ 8

After placing their garments and other belongings in the locker, its user is obliged to lock it and keep the key with them.   
**After finishing classes taking place in Hospital facilities, the user is obliged to empty the locker and return the key   
to the reception desk at the Medical Library Building in order to reclaim their student ID card.**

§ 9

It is forbidden to leave items that could be harmful to other users or their belongings in the locker room, particularly items   
that could damage or soil the room, as well as flammable, explosive and other potentially dangerous materials. Expensive items of high value should also not be left in the locker room.

§ 10

Hospital and University administration does not take responsibility for items left in the locker room.

§ 11

Any damage to the lockers, someone else’s items left inside or open lockers missing a key should immediately be notified   
to the receptionist of the Medical Library Building, phone: (+48) 52 585 35 21.

**Chapter 3**

**Damaging the key or lock or losing the key**

§ 12

A student who damaged their locker key or lock, or lost the key, ought to notify the receptionist of the Medical Library Building, phone: (+48) 52 585 35 21.

§ 13

In case of being unable to open the locker due to damaging the key or lock, or losing the key, a request to issue the items stored inside can be submitted to the receptionist of the Medical Library Building, who is obliged to:

1. charge payment for the lost key at a flat rate of PLN 40 as reimbursement for the purchase and fitting of a new lock with key, and issue a proof of payment;
2. prepare a report, based on annex no. 1 to these terms of use, on issuing belongings without reclaiming the key, including the time of issue, personal data of the recipient and description of items issued.

**Chapter 4**

**Opening lockers under committee supervision**

§ 14

The lockers are opened under supervision of a committee. The committee consists of at least two employees of CM Department of Administration and Maintenance.

§ 15

Lockers are opened under committee supervision in case when they are not emptied before 9.30 pm.

§ 16

Every time a locker is opened under committee supervision, a report on the situation must be written in accordance   
with the template specified in annex no. 2 to these terms of use.

§ 17

Items removed form a locker are placed in a plastic bag tagged with the date and relevant locker number. One copy of the report is placed inside the bag.

§ 18

Plastic bags with items removed from lockers are deposited with the manager of the CM Department of Administration   
and Maintenance for a period of 3 months.

§ 19

Deposited items can be reclaimed from the manager of the CM Department of Administration and Maintenance, or a person designated by them, from Monday to Friday between 7.00 am and 3.00 pm at ul. Jagiellońska 15, building F, room 71 (3rd floor).

§ 20

A person reclaiming deposited items is obliged to describe them and confirm their receipt in the report.

§ 21

An employee handing over the deposited items is obliged to confirm the identity of the person reclaiming them.

**Annex no. 1** to the Terms of Use of the student locker room located at level -1 of building C of the Antoni Jurasz University Hospital no. 1

**Report on issuing belongings without reclaiming the key**

On ………………… at ……………………. at the request of Ms/Mr ……………………………………………………………….,  
due to damaging the key / damaging the locker / losing the key\*, clothing locker no. …… was opened and the following contents were issued:

* ………………………………………………………………………………………………………………………………
* ………………………………………………………………………………………………………………………………
* ………………………………………………………………………………………………………………………………
* ………………………………………………………………………………………………………………………………
* ………………………………………………………………………………………………………………………………

Signature of the issuer Signature of the recipient

…………………………. ………………………….

\*cross out as applicable

**Annex no. 2** to the Terms of Use of the student locker room located at level -1 of building C of the Antoni Jurasz University Hospital no. 1

1. **Report on opening a locker under committee supervision**

On ………………… at ……………… the Committee composed of:

1. ………………………………………………………………………………………………………………………………….....
2. ……………………………………………………………………………………………………………………………………..

opened clothing locker no. …... and determined the following contents:

* ………………………………………………………………………………………………………………………………
* ………………………………………………………………………………………………………………………………
* ………………………………………………………………………………………………………………………………
* ………………………………………………………………………………………………………………………………
* ………………………………………………………………………………………………………………………………

Signatures of Committee members:

1. ………………………………….
2. ………………………………….
3. **Report on issuing items from the deposit**

On ………………, the contents of clothing locker no. ……, as specified in the locker opening report, were issued   
to Ms/Mr …………………………………………………………………. .

Notes: …………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………….............

Signature of the issuer Signature of the recipient

…………………………. ………………………….